9.0 (Rev. 11/07)

CORRECTIONS, OUT-OF-SEQUENCE, VOIDS

CORRECTIVE ACTION PROCEDURES

When procedures in Section 9 conflict with other sections or items in the PAM, Section 9 instructions take precedence.

PERSONNEL OPERATIONS' ERRORS

Call the Liaison Unit at 322-6500, to report errors by Personnel Operations.

READING LINE 12 - EMPLOYMENT HISTORY

The first line of history in Line 12 always reflects the employee's "Current Status" record on the data base, refer to footnote #1.

Footnote #2 indicates the most recent transaction in Employment History.

Transactions that post below the most recent transaction printed in Employment History are considered out-of-sequence, refer to footnote #3.

The effective date of the converted record is found in Employment History, under the "Effective Date/Hours" column. Refer to footnote #4.

The date in the "Employment History Remarks" column is the date the agency was converted. Refer to footnote #5.

The effective date of the converted record may not appear in Line 12, when Employment History has been filled with transactions.

12 EMPLOYMENT HISTORY (INFORMATION ONLY)

SOCIAL SECURITY #	EMPLOYEE LAST NAME	PRIOR LAST NAME			O.P. #
999-99-9999	SMITH				

	EFFECTIVE DATE	HOURS	TRANS CODE	# OF MOS	# OF MOS	POSITION NUMBER	CLASS TITLE	ACCT	BASED ON SALARY RATE	#	PLUS SALARY	ADD'L DATA	CB ID	TIME BASE	COUNTY	ACCT CODE	EMPLOYMENT HISTORY REMARKS
①	CURRENT STATUS					999-859-1257-009	SR STENOGRAPHER										
②	04/01/85		120			999-859-1257-009	SR STENOGRAPHER										
	08/01/84		A01	P		999-129-1257-003	SR STENOGRAPHER	A						FT			PROMOTED
	10/01/82		345V			999-999-1262-001			V O I D E D								
③	09/01/80		SIS			999-999-1262-001		A						FT			
	07/01/80		GEN			999-999-1262-001		A						FT			
	03/01/80		A01	P		999-999-1262-001		A						FT			DISTRICT 6
④	07/04/75		A01	T	P	999-999-1262-001	STENOGRAPHER	A						FT			CONVERTED 09/01/75
⑤																	

ADDITIONAL EMPLOYMENT HISTORY AVAILABLE

PAM

9.2   (Rev. 05/98)

CORRECTIVE ACTION PROCEDURES

IDENTIFYING OUT-OF-SEQUENCE TRANSACTIONS

An out-of-sequence transaction is effective prior to the most recent transaction posted on the employee's employment history record; or a transaction effective the same date as the most recent transaction that, when posted, will post prior to the most recent transaction.
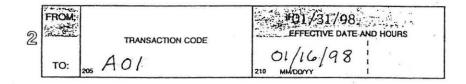
1) ALWAYS WORK WITH THE CURRENT TURNAROUND (TAD) PAR

   To prevent entry of out-of-sequence transactions on the employment history data base always use the current TAD PAR. If the TAD PAR has not been received for a transaction recently posted by PPSD or the department, do not document the transaction until receipt of the new TAD PAR, unless otherwise instructed by PPSD.

2) VERIFY ITEM 210 - EFFECTIVE DATE AND HOURS

   If the transaction being documented is effective PRIOR TO SHADED AREA EFFECTIVE DATE, that transaction IS OUT-OF-SEQUENCE.

   EXAMPLE:

	FROM:		01/31/98	
2		TRANSACTION CODE	EFFECTIVE DATE AND HOURS	
	TO:	205 A 0 1	01/16/98	
			210 MM/DD/YY	

(continued)

PAM

CORRECTIVE ACTION PROCEDURES

IDENTIFYING OUT-OF-SEQUENCE TRANSACTIONS (CONT.)

3) VERIFY LINE 12 - EMPLOYMENT HISTORY

If the transaction being documented is effective SAME DATE as shaded area of Item 210, review the most recent transaction posted in Line 12.

A. IF CORRECTING OR VOIDING OTHER THAN MOST RECENT transaction printed in Line 12, the correct/void IS OUT-OF-SEQUENCE.

EXAMPLE:

2	FROM:	TRANSACTION CODE	*01/01/97 EFFECTIVE DATE AND HOURS
	TO:	205 120C	210 01/01/95 MM/DDYY

12   EMPLOYMENT HISTORY

SOCIAL SECURITY #	EMPLOYEE LAST
123-45-6789	SMITH

EFFECTIVE		TRANS CODE	TENURE	#OF MOS
DATE	HOURS			
CURRENT STATUS			P	
01/01/97		565		
01/01/95		120		
01/01/95		GEN		
12/16/94		A01	P	

In this example, the 120C IS out-of-sequence because the 120 is posted below the 565.

B. IF ADDING a transaction that is effective EARLIER TIME OF DAY than the most recent transaction printed in Line 12, transaction being added IS OUT-OF-SEQUENCE.

EXAMPLE:

2	FROM:	TRANSACTION CODE	*01/31/95 EFFECTIVE DATE AND HOURS
	TO:	205 120	210 01/31/95 MM/DDYY

12   EMPLOYMENT HISTORY

SOCIAL SECURITY #	EMPLOYEE LAST
987-65-4321	JONES

EFFECTIVE		TRANS CODE	TENURE	#OF MOS
DATE	HOURS			
CURRENT STATUS			P	
01/31/95		S01		
01/01/95		GEN		

In this example, the 120 IS out-of-sequence because it is effective earlier time of day (BOB) than the S01 (COB).

PAM

CORRECTIVE ACTION PROCEDURES

IDENTIFYING OUT-OF-SEQUENCE TRANSACTIONS (CONT.)

REMINDERS

- Once an out-of-sequence condition is identified, refer to appropriate Corrective Action chart(s) on pages 9.3-9.6 for instructions on documenting the transaction and reconstructing Employment History.

- Call Personnel Operations Liaison if you have any questions about identifying/documenting out-of-sequence transactions or reconstructing Employment History.

CORRECTION OF PAR ITEMS (DEFINED)

(Rev. 09/03)

A correction is an adjustment to a transaction or to a PAR item(s). The adjustment may be a correction, void or addition to a transaction already processed

To Correct PAR Items as follows:	Take these actions:
*105 - Social Security Number 440 - Sex 445 - Ethnic Origin 455 - Disability Code	Process a 105*, 440, 445 or 455 Miscellaneous Change Transaction on the Turnaround PAR. Use the current effective date and the appropriate Required/ Conditional chart. NOTE: Personnel Operations does not keep a record of previous entries to these items on the data base. Therefore, only the shaded area information on the Turnaround PAR can be corrected. NOTE: *105 transaction must be submitted to PPSD.
110, 111 - Employee's Name 140 – Birth date	Process an EAR (Form 686). See instructions in Section 6. Do Not submit a PAR.
205 - Transaction Code 210 - Effective Date	The incorrect transaction must be voided and the transaction re-entered as a new transaction. Refer to Section 9.5 & 9.6. To correct "Hours" only, follow the instructions on Section 9.4. NOTE: To cancel an employee's only appointment or additional position to the data base because employee was erroneously appointed or never reported to work, refer to PAM Section 3.260 (S99).
705 - Total State Service	Process a 705 Miscellaneous Change Transaction on the Turnaround PAR, using the current effective date, or this item can be updated when submitting a transaction that allows an entry to be made. NOTE: Personnel Operations does not keep a record of previous entries to this item on the data base. Therefore, only the shaded area information on the Turnaround PAR can be corrected.
877 - Lump Sum Payment Deferral	Refer to PAM Section 5.76 . DO NOT submit a PAR.
999 - Deduction Information	Submit form STD 674 to Payroll Operations. Do not submit a PAR
Correcting Other PAR Items	Refer to Section 9.4.

CORRECTIONS, OUT-OF-SEQUENCE, VOIDS

CORRECTION OF PAR ITEMS (NOT DEFINED)

A correction is an adjustment to a transaction or to a PAR item(s). The adjustment may be a correction, void or addition to a transaction already processed.

To correct, delete or add a PAR item(s) to a transaction that is printed in Line 12 (Employment History), on a "CURRENT" or "OUT-OF-SEQUENCE" basis, use the chart below. Use the Turnaround PAR for the transaction with the earliest effective date and use a Padded PAR for any subsequent transaction in this package.

NOTE: Corrections to the R01 transactions must be documented as part of the out-of- sequence carry forward process **only.** (Refer to PAM page 9.4)

If the retirement account code information needs changing, contact the PPSD Civil Service Liaison Unit. **DO NOT KEY AN RO1C**.

	Item	Take these actions:
	010	Enter 9999 as the Document Processing Number for <u>all</u> <u>Padded</u> PARs in an Out-of-Sequence package.
If Using a Padded PAR	105	Enter employee's social security number.
	110	Enter employee's last name.
	205	Enter the original transaction code followed by a "C".
If Using A Padded or Turn-around PAR	210	Enter the original effective date of the transaction being corrected. Enter the correct number of hours, if any. If "hours" are to be deleted, enter 0EOF.
	215	Complete as required for the specific transaction and item. Departments are delegated the authority to backdate transactions to their <u>date of entitlement</u> without prior review/approval by PSB. Departments must document the basis for each date of entitlement request, and retain the documentation for review. See PAM 2.36. If Item 215 is required Item on the PAR being corrected – department should post a 215 Transaction (3.108) with the same effective date – entering required information in Item 215. A Court Decision is regarded as a Date of Entitlement and does not require SPB/DPA approval. (Exception: Adverse Action – 5.70-5.71)

(Chart continued on next page)

CORRECTIONS, OUT-OF-SEQUENCE, VOIDS

CORRECTION OF PAR ITEMS (NOT DEFINED)) (Cont.)

Item	Take these actions:
Lines 1-7	Refer to the appropriate Required/Conditional Chart: a) Complete only those items which need correcting. Complete each item in its entirety. b) To delete information that is invalid, enter the symbol as shown for the item(s) on the PAR Item Deletion Chart (page 9.13).
Lines 8/9	Complete only those items which need correcting. To delete information that is invalid, enter the item number and the symbol *EOF. Refer to page 2.101 for additional information.
952	Enter only when instructed to by Section 5 - Documenting Decision of SPB After Appeal.
960	Enter Corrected Transaction Identifier. Use the position number as it appears in Line 12 for the transaction you are correcting.
Line 10	When processing a corrective action transaction package refer to the appropriate Required/Conditional Charts. Enter the reason for the correction(s) in line 10 - Remarks. If any of the items listed below are being corrected, complete line 10 "ON FILE FOR AUDIT" box (when entry allowable). The department is required to keep substantiation on file when these items are corrected.

CORRECTIONS, OUT-OF-SEQUENCE, VOIDS

CORRECTION OF PAR ITEMS (NOT DEFINED)) (Cont.)

Item	Take these actions:
Line 10	Complete as required for the specific transaction and item. SPB/DPA approval or a Court Decision is required for processing certain transactions to the data base. A court decision is regarded as a Date of Entitlement and does not require SPB or DPA approval. (Exception: Adverse Action – 5.70-5.71) Always complete Line 10 "ON FILE FOR AUDIT" box on the first PAR of the corrective action transaction package when required. If "ON FILE FOR AUDIT" is not an allowable item on the transaction being corrected, it is understood that the department will be responsible for providing back up if audited. See PML 2007-026, PAM Item 215 and Glossary. Items: 122 (Class), 320 (Based on Salary), 325 (Plus Salary), 330 (Anniversary Date), 335 (Alternate Range), 345 (Shift Differential), 350 (Special Pay), 351 (Established Earnings), 405 (Time Base), 410 (Appointment Tenure) or any other item requiring an adjustment to employee's pay.
If Transaction Is Out-of-Sequence	Refer to "Reconstructing Employment History" on page 9.7 to complete the process.

CORRECTIONS, OUT-OF-SEQUENCE, VOIDS

CORRECTION OF PAR ITEMS (NOT DEFINED) (Cont.)

	Item	Take these actions:
If Last Transaction In Package	005	When submitting two or more PARs for the employee number all PAR's sequentially with the earliest effective date first.
	205	In addition to the Transaction Code enter the Letters "CLF" on the last Padded PAR in the Out-of-Sequence package.

PAM

9.5 (Rev. 08/99)

CORRECTIVE ACTION PROCEDURES

VOIDING A TRANSACTION

A void is a cancellation of an invalid transaction.

To delete an invalid transaction printed in Line 12 - Employment History, on a "CURRENT" or "OUT-OF-SEQUENCE" basis, use the chart below.

To correct Items 205 (Transaction Code) and/or 210 (Effective Date and Hours), the original transaction must be voided and re-entered as a new transaction. To correct Item 210 "Hours" <u>only</u>, refer to PAM page 9.4. Use the Turnaround PAR for the transaction with the earliest effective date and use a Padded PAR for any subsequent transaction in this package.

If a permanent separation is voided or eliminated, a form STD. 674 must be submitted to PPSD to reinstate the miscellaneous deductions. See Payroll Procedures Manual (PPM) Section H 011.

To prevent an overpayment, the following transactions must be sent to PPSD for special handling:

> Voids of any separation and reposting with a different effective date and Lump Sum Hours (item 620) and/or Lump Sum Extra Hours (item 625) was entered on the original separation.

	Item	Take these actions:
	010	Enter 9999 as the document processing number for <u>all</u> Padded PARs in an Out-of-Sequence package.
If Using Padded PAR	105	Enter the employee's social security number.
	110	Enter employee's last name.

	Item	Take these actions:
If Using a Padded or Turn-around PAR	205	Enter original transaction code followed by a "V".
	210	Enter original effective date and hours of the transaction being "VOIDED".
	952	Enter only when instructed to by Section 5 - Documenting Decision of SPB After Appeal.
	960	Enter Corrected Transaction Identifier. Use the position number as it appears in Line 12 for the transaction you are voiding.

(chart continued on next page)

CORRECTIVE ACTION PROCEDURES

VOIDING A TRANSACTION (Cont.)

Item	Take these actions:
Line 10	Enter the specific reason for the VOID. Do not check boxes "ON FILE FOR AUDIT" or "SUB-10 STANTIATION IN REMARKS OR SEE ATTACHED".
Line 11	Complete Appointing Power Signature, Date, Phone Number, and Contact Person. For exempts, refer to page 5.40 and 5.41 for routing and signature requirements.

If Transaction Is Out of Sequence		Refer to "Reconstructing Employment History" on page 9.7 to complete the process.
If Last Transaction In Package	005	When submitting two or more PARs for the employee, number all PAR's sequentially with the earliest effective date first.
	205	In addition to the Transaction Code enter the letters "CLF" on the last Padded PAR in the Out –of-Sequence package.

PAM

9.6   (Rev. 05/98)

CORRECTIVE ACTION PROCEDURES

ADDING A NEW TRANSACTION OUT-OF-SEQUENCE/RE-ENTERING A NEW TRANSACTION AS A RESULT OF A VOID

1) To add a new transaction out-of-sequence with an effective date PRIOR to the most recent transaction printed in Line 12 - Employment History, use the chart below.

2) To re-enter a new transaction as a result of a void when correcting Items 205 (Transaction Code) and/or 210 (Effective Date and Hours) on a "CURRENT" or "OUT-OF-SEQUENCE" basis, use the chart below.

Additional Information:

Do not document any Miscellaneous Change Transaction with an effective date the same as an existing transaction in Line 12, which allows this information to be changed. Instead, document a correction to the existing transaction in Line 12 (see PAM page 9.4). EXCEPTION: A separate 335 transaction may be required with an effective date the same as an existing transaction in Line 12 when specified in the alternate range criteria.

When a transaction must be entered with an effective date the same as an existing transaction in line 12 (and information being added is not allowed or not appropriate on existing transaction in line 12) the new transaction will sit on top of the existing transaction. If the new transaction is to sit below the existing transaction (both the same effective date) the existing transaction must be voided. Post the new transaction then repost the transaction that was voided.

Use the Turnaround PAR for the transaction with the earliest effective date and use a Padded PAR for any subsequent transaction in this package.

	Item	Take these actions:
	010	Enter 9999 as the document Processing Number for all Padded PARs in an Out-of-Sequence package.
If Using a Padded PAR	105	Enter employee's social security number.
	110	Enter employee's last name.
If Using a Padded or Turnaround PAR	205	Enter the transaction code being added or re-entered.
	210	Enter the effective date and hours (if any) of the transaction being added or re-entered.

CORRECTION ACTION PROCEDURES

ADDING A NEW TRANSACTION OUT-OF-SEQUENCE/RE-ENTERING A NEW TRANSACTION AS A RESULT OF A VOID

Item	Take these actions:
215	Complete as required for the specific transaction and item. Departments are delegated the authority to backdate transactions to their <u>date of entitlement</u> without prior review/approval by PSB. Departments must document the basis for each date of entitlement request, and retain the documentation for review. See PAM 2.36. If Item 215 is required Item on the PAR being added – department should post a 215 Transaction (3.108) with the same effective date – entering required information in Item 215. A Court Decision is regarded as a Date of Entitlement and does not require SPB/DPA approval. (Exception: Adverse Action – 5.70-5.71).

Lines 1-7	Refer to the appropriate Required/Conditional Chart: a) Complete the following items <u>only</u> when they are allowable and applicable per the item definition: 215, 450, 605, 606, 607, 615, 655, 710, 715, 725, 730 and/or 735. b) Complete all other allowable items that are <u>different from</u> the "CURRENT STATUS" record. (Allowable items left blank will reflect information from the "CURRENT STATUS" record.) EXCEPTION: Item 435 (MCR-approval) - When shaded area information still applies AND agency code is changing, information must be re-entered when allowable due to system problems. c) Delete allowable items <u>which reflect</u> in "CURRENT STATUS" record but <u>should not reflect</u> in the new transaction. Enter the appropriate symbol from the PAR Item Deletion Chart (PAM Page 9.13). NOTE: The system will automatically update non-allowable items.

CORRECTION ACTION PROCEDURES

ADDING A NEW TRANSACTION OUT-OF-SEQUENCE/RE-ENTERING A NEW TRANSACTION AS A RESULT OF A VOID

Item	Take these actions:
Lines 8/9	Refer to Lines 8/9 item area for specific transaction: a) Complete those items required for the specific transaction. Enter the item number and the new information. b) Complete allowable 8/9 items that are different from the "CURRENT STATUS" record. Enter the item number and the new information. c) Delete those items which reflect in the "CURRENT STATUS" record that should not reflect in the new transaction. Enter the item number and the symbol *EOF.
952	Enter only when instructed to by Section 5 - Documenting Decision of SPB After Appeal.
Line 10	Complete as required for the specific transaction and item. SPB/DPA approval or a Court Decision is required for processing certain transactions to the data base. A court decision is regarded as a Date of Entitlement and does not require SPB or DPA approval. (Exception: Adverse Action – 5.70-5.71) Always complete Line 10 "ON FILE FOR AUDIT" box on the first PAR of the corrective action transaction package when required. If "ON FILE FOR AUDIT" is not an allowable item on the transaction being corrected, it is understood that the department will be responsible for providing back up if audited. See PML 2007-026, PAM Item 215 and Glossary. Items: 122 (Class), 320 (Based on Salary), 325 (Plus Salary), 330 (Anniversary Date), 335 (Alternate Range), 345 (Shift Differential), 350 (Special Pay), 351 (Established Earnings), 405 (Time Base), 410 (Appointment Tenure) or any other item requiring an adjustment to employee's pay.
Line 11	Complete Appointing Power Signature, Date, Phone Number and Contact Person. For exempts, refer to page 5.40 and 5.41.
If Transaction Is Out-of-Sequence	Refer to "Reconstructing Employment History" on page 9.7 to complete the process.

CORRECTION ACTION PROCEDURES

ADDING A NEW TRANSACTION OUT-OF-SEQUENCE/RE-ENTERING A NEW TRANSACTION AS A RESULT OF A VOID

	Item	Take these actions:
If last Transaction In Package	005	When submitting two or more PARs for the employee, number all PAR's sequentially with the <u>earliest</u> effective date first.
	205	In addition to the Transaction Code enter the letters "CLF" on the last Padded PAR in the Out-of-Sequence package.

PAM

CORRECTIVE ACTION PROCEDURES

RECONSTRUCTING EMPLOYMENT HISTORY

. The <u>effect</u> of an out-of-sequence transaction on all subsequent transactions must be considered. (Subsequent transactions are those transactions which are or will be posted above the transaction you are working on.)

. The out-of-sequence transaction, whether it is a correction, void or addition may change a PAR item(s) and this information may need to be reflected in each subsequent transaction. This process is "reconstructing employment history".

When reconstructing Employment History, be sure to consider ALL subsequent transactions INCLUDING the ORP which does not post in Line 12, also consider those initially posted by mass update (e.g. MSA, SIS and GEN). The SYSTEM DOES NOT AUTOMATICALLY ADJUST these transactions.

REVIEW OF LINE 12 OF THE TURNAROUND PAR AND EMPLOYMENT HISTORY (HIST)

Review each subsequent transaction separately. Start with the transaction immediately following the out-of-sequence transaction.

1) Determine what each PAR item reflected at the time of the original transaction, including those items which do not print in Line 12.

2) Determine what each PAR item(s) <u>should</u> reflect as a result of information added, deleted or changed on the out-of-sequence transaction.

3) If any item on the transaction needs to reflect corrected information, this transaction is considered INCORRECT. Refer to #5.

4) If all items on the transaction are correct as they are, this transaction is considered CORRECT. Refer to #6.

PAM

CORRECTIVE ACTION PROCEDURES

RECONSTRUCTING EMPLOYMENT HISTORY (Cont.)

REVIEW OF LINE 12 (Cont.)

INCORRECT TRANSACTION

5) For each subsequent transaction that is incorrect as a result of the out-of-sequence transaction, complete a Padded PAR using the appropriate Corrective Action Chart(s) on pages 9.3 through 9.6. The transaction must be completed even if the item(s) to be corrected is NONALLOWABLE or shown as "delete only" on the Required/Conditional Chart (e.g., to carry forward appointment type). This is to ensure the correct information will reflect in subsequent transaction(s). (See "appointment type" in the Glossary for additional information.)

CORRECT TRANSACTION

6) For each transaction that is CORRECT as is, print "OK" next to the transaction code, under the "Hours" column in Line 12.

NOTE: Personnel Operations may return any corrective action package that does not contain all the PAR transactions necessary to correct Employment History.

ADDITIONAL INFORMATION

For processing a transaction when another appointing power has the Turnaround PAR refer to PAM page 8.7.

For instructions on processing subsequent current transactions refer to PAM page 5.100.

Usually the Turnaround PAR shows an asterisk (*) in each item that contains new or updated information. However, the PAR issued as a result of a corrected, voided or out-of-sequence action may not have asterisks to identify changed items.

PAM

CORRECTIVE ACTION PROCEDURES

ADDITIONAL INFORMATION (Cont.)

Certain transactions which were corrected or voided along with an out-of-sequence transaction will not show a "C" or "VOIDED" in Line 12 - Employment History, on the Turnaround PAR. This occurs when the transaction is no longer valid (SPB or Court action) or the correction is made due to a PPSD error.

When a transaction is being added out-of-sequence and a change in appointing power is occurring, any subsequent transactions already posted in history that need to be corrected or voided due to adding the out-of-sequence transaction will be documented by the gaining agency.

PAM

9.9   (Rev. 05/98)

CORRECTIVE ACTION PROCEDURES

EXAMPLES OF RECONSTRUCTING EMPLOYMENT HISTORY

Example #1

Correction to an item on an "Out-of-Sequence" basis.

Line 12 - Employment History

01/31/97	SIS	895-319-3722-001
12/01/96	120	895-319-3722-001
08/21/96	A01	895-300-3722-965

Employee was appointed with the incorrect WWG (Item 355) and MCR (Item 435) on the A01 Transaction effective 08/21/96. The employee should have been appointed to WWG 4A and MCR I.

a) Complete the Turnaround PAR with A01 correction effective 08/21/96 and follow the instructions on page 9.4. Complete only those items which need correcting.

b) Review Line 12 (PAM page 9.7) for the subsequent 120 and SIS Transactions, review each transaction separately. Determine the action each PAR item(s) originally generated and what it should reflect as a result of the corrective action (A01C). Complete a Padded PAR with the 120 correction effective 12/01/96 and follow the instructions on PAM page 9.4.

NOTE: On the 120 Required/Conditional chart Item 355 (WWG) is allowable and can be corrected, while Item 435 (MCR) is nonallowable. Correct only those items which need correcting. Leave the nonallowable items blank. This action will ensure the correct information in both items will reflect in subsequent transactions.

PAM

CORRECTIVE ACTION PROCEDURES

EXAMPLES OF RECONSTRUCTING EMPLOYMENT HISTORY (Cont.)

Example #1 (Cont.)

c) Complete a Padded PAR with the SIS correction effective 02/01/96 and follow the same chart instructions on page 9.4. Neither of these items are allowable on the SIS Required/Conditional chart, but in completing this PAR the correct information is assured to reflect in this transaction. Since this SISC Transaction is the most recent transaction in Line 12, this is the last transaction in the package to be completed. Complete Item 005, following instructions on PAM page 9.4.

Example #2

Voiding a transaction on an "Out-of-Sequence" basis.

Line 12 - Employment History

    01/01/97 A01   892-300-1310-005
    10/13/96 A02   892-342-1311-503
    01/01/95 GEN   892-342-1301-051
    02/01/94 A01   892-342-1303-051

The A02 Transaction effective 10/13/96 was submitted in error. The employee did not transfer.

a) Complete the Turnaround PAR for the A02V effective 10/13/96 and follow the instructions on PAM page 9.5.

b) Review Line 12 (PAM page 9.7) for the subsequent A01 Transaction effective 01/01/97. Determine what each PAR item(s) originally reflected and what it should reflect as a result of the corrective action (A02V). This will ensure the corrected information will reflect in subsequent transactions. Since the A01 Transaction effective 01/01/97 was not affected by the corrective action, it is correct as is. Print "OK" next to this transaction code in the "Hours" column in Line 12.

PAM

CORRECTIVE ACTION PROCEDURES

EXAMPLES OF RECONSTRUCTING EMPLOYMENT HISTORY (Cont.)

Example #3

Adding a new transaction on an "Out-of-Sequence" basis.

Line 12 - Employment History

03/10/97 A02   872-503-7960-005
01/01/97 MSA   872-503-0682-031
01/01/95 GEN   872-503-0682-031
01/01/94 A01   872-503-0682-031

While in class 0682 the employee was performing bilingual duties. Approval was received to establish retroactive Special (Bilingual Pay) Pay, effective 10/01/96 and employee is continuing to perform bilingual duties in current class (7960).

a) Complete the Turnaround PAR with the new 350 transaction effective 10/01/96 and follow the instructions on PAM Page 9.6.

b) Review Line 12 (PAM page 9.7) for the subsequent MSA Transaction. Determine what each PAR item(s) originally reflected and what should be reflected as a result of the corrective action (new 350). Complete a Padded PAR for the MSA correction effective 01/01/97, and follow the chart instructions on PAM page 9.4. Completing this PAR will ensure that the new 350 Transaction information will reflect on this transaction.

c) On the A02 Required/Conditional Chart Item 351 (Established Earnings) is allowable and should be corrected. Correct only those item(s) which need correcting. This action will ensure the correct information will reflect on the A02 transaction. Complete a Padded PAR with the A02C effective 03/10/97, and follow the instructions on PAM page 9.6.

PAM

CORRECTIVE ACTION PROCEDURES

EXAMPLE OF RECONSTRUCTING EMPLOYMENT HISTORY (Cont.)

Example #3 (Cont.)

Line 12 - Employment History

	03/10/97 A02C	872-503-7960-005
	01/01/97 MSAC	872-503-0682-031
⇒	10/01/96 350	872-503-0682-031
	01/01/95 GEN	872-503-0682-031
	01/01/94 A01	872-503-0682-031

Example #4

Voiding an invalid transaction and re-entering a new transaction as a result of the void on an "Out-of-Sequence" basis.

Line 12 - Employment History

08/19/96 A01	808-343-4009-051
01/01/95 GEN	808-344-4012-035
05/08/94 120	808-344-4012-035
09/25/93 A01	808-341-4012-001

The 120 Transaction effective 05/08/94 was submitted with the incorrect effective date. The employee should have been placed in unit number 344 effective 05/01/94.

a) Complete the Turnaround PAR to re-enter the 120 Transaction with the correct effective date 05/01/94 by following the instructions on PAM page 9.6.

b) Complete a Padded PAR with the 120 void effective 05/08/94 by following the instructions on PAM page 9.5.

c) The subsequent GEN and A01 Transaction were not affected by the corrective action (120V and new 120), they are correct the way they are. Print "OK" next to these transaction codes in the "Hours" column of Line 12. Complete Item 005, following the instructions on PAM page 9.6.

CORRECTIVE ACTION PROCEDURES

EXAMPLE OF RECONSTRUCTING EMPLOYMENT HISTORY (Cont.)

Example #4 (Cont.)

Line 12 - Employment History

	08/19/96 A01	OK 808-343-4009-051	
	01/01/95 GEN	OK 808-344-4012-035	
⇒	05/08/94 120V		
⇒	05/01/94 120		808-344-4012-035
	09/25/93 A01		808-341-4012-001

PAR ITEM DELETION CHART

| 005 | SEQUENCE NUMBER _____ OF _____ |
| 010 | DOCUMENT PROCESSING NUMBER _____ |

	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER				DEPT CODE	CB ID	COUNTY CODE	OTHER POSITION	BIRTH DATE	ANNIV. DATE
				AGENCY	UNIT	CLASS	SERIAL	ØØØ	*EOF				
TO:	105	110	111	120	121	122	123	124	126	130	135	140	145 MM/YY

	TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS		ESTABLISHED EARNINGS								
				IND	ID	IND	ID	IND	ID	IND	ID	IND	ID
TO:		ØEOF	*EOF	*	EOF								
	205	210 MM/DD/YY	215	351							352		

	305 ACTUAL RATE	SALARY PER	PAY FREQ.	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF.	SPECIAL PAY	WWG	PAY LETTER #	PAY LETTER EXPIRATION DATE
TO:	306 TOTAL SALARY				ØEOF	*EOF		*		*	*	*EOF	*EOF	*EOF
	310	315	320	325		330 MM/YY	335	340	345	350	355	356		

	TIME BASE	APPT. TENURE	# MOS.	APPOINTMENT EXPIRATION		CERT. #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD		MCR APPROVAL			SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
				DATE	HOURS			CODE	ENDING DATE	CODE	FORM	DATE				
TO:			*EOF	*EOF	ØEOF		*		*EOF		*EOF	*EOF			*	
	405	410	415	416		425	426	430		435			440	445	450	455

	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	OASDI/MED MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	OATH	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE			JOB INCURRED INJURY
												TYPE	EXPIRATION DATE	CODE	INJURY DATE
TO:							☐	☐		*EOF	*	*EOF		*EOF
														WCTD/IDL DATE
	505	510	515	520	525	530	535	540	545	550	555	560		565 *EOF

	REASON FOR SEPARA-TION	PAY PERIOD	TIME TO BE PAID (NEW)			TIME TO BE PAID (OLD)			PAY IMMED.	LUMP SUM TO BE PAID			LUMP SUM EXTRA HOURS			LUMP SUM PAYMENT CODE	LUMP SUM		SEPARATION EXPIRATION		FIXED MAINTENANCE FIRST/FINAL DED
																	UNIT	SERIAL	DATE	HOURS	
TO:	*EOF	ØØ	ØØØ	ØØ	ØØ	ØØØ	ØØ		(S)ØØØ	ØØØØ						*					*EOF
	*EOF	ØØ	ØØØ	ØØ	ØØ	ØØØ	ØØ	*	(V) ØØ	ØØØ	ØØ	ØØ	ØØØ	ØØ		*	*EOF	*EOF	*EOF	ØEOF	MONTHLY DED.
	*EOF	ØØ	ØØØ	ØØ	ØØ	ØØØ	ØØ														*EOF
	603	605 MM/YY	606 DAS	HOURS	HDTH	607 DAS	HOURS	HDTH	615	620 DAS	HOURS	HDTH	625 DAS	HOURS	HDTH	630	635	636	645		655

	TOTAL STATE SERVICE			INTERMITTENT DATES AND HOURS		SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS	LOG NO.	REEMPLOY LIST ELIG
	MOS.	HOURS	AS OF	1) *EOF / THRU *EOF/	*EOF HRS					
TO:	ØØØ	ØØØØØ	*EOF	2) *EOF / THRU *EOF/	*EOF HRS	* *EOF		*EOF	*EOF	
				3) *EOF / THRU *EOF/	*EOF HRS					
	705			710 MM DD YY MM DD YY		715 MM/YY	720	725	726 730	735	740

	When deleting line 8 Items, place an '*EOF' after the appropriate Item number.							
TO:	(EXAMPLE: 871 *EOF)							
	805	810	815	820	825	830	835	

	When deleting line 8 and 9 Items, place an '*EOF' after the appropriate number.
TO:	(EXAMPLE: 955 *EOF)
	905 910

BACKUP INFORMATION | REMARKS

☐ * ON FILE FOR AUDIT   ☐ * SUBSTANTIATION IN REMARKS OR SEE ATTACHED

→ An asterisk entered in either box will delete data in both boxes.

INFORMATION ONLY: The PAR Item Deletion Chart indicates how information should be deleted. Do no delete an item if the Required/Conditional Chart does not allow an entry in the item or state that the information will automatically be deleted by the system.

EOF   indicates ERASE TO END OF FIELD

indicates a number zero

PAM
9.13 (Rev. 08/07)

PAR ITEM DELETION CHART